Supervisory Performance Audit Supported Employees Services

Team:	Building:	Date:
Rated by:	Floor area:	Follow up date:

Item	Task	ask Rating Scale						Comments
		Unsatisfactory	Needs Improvement	Meet Expectations	Exceeds Expectations	Very Good		
		1	2	3	4	5		
1	Sweeping entryways and stairways							
2	Dust and/or wash surfaces							
3	Empty Trash							
4	Clean (debris) facility perimeters							
5	Spot Clean glass windows and surface areas							
6	Set up and arrange furniture							
7	Clean, stock, and sanitize lunchrooms, restrooms and elevators including tables, chairs, toilets, showers, sinks and walls.							
	Total Items	Total Points						
	Total Points divided by Total Items = Total Score							

Doc: FMD Supervisory Inspection form